

STATEMENT RELATING TO EMPLOYEE RESPONSIBILITIES AND CONDUCT

Please Type or Print

EMPLOYEE'S NAME (Last, First, Middle Initial)

EMPLOYEE'S ORGANIZATION

I have read the regulations and pamphlet about employee responsibilities and conduct as set forth in 5 CFR Part 2635.

I have also been informed of the names of my personnel representatives and legal advisor and how to contact them in the event that I should need legal advice about conflict-of-interest or other aspects of these standards of conduct. I acknowledge my obligation to continue to review these standards of conduct.

(Please check appropriate box below)

☐ I have a private activity or interest about which I request advice and guidance.
(See Special Instructions below for obtaining advice).

☐ I do not presently believe that I have any need for advice on employee responsibilities and conduct. However, I recognize my responsibility to bring any question that may arise to the attention of my personnel representative or to the legal advisor for my operating unit.

Signature

Date

(Tear along this line, keep lower portion for your records)

SPECIAL INSTRUCTIONS

Please place any inquiry concerning your circumstances - outside employment, financial interest, or other private activities - in a sealed envelope addressed to your personnel officer. This is to assure confidentiality. Envelopes should be marked: **"PERSONAL - 5 CFR Part 2635"**.

The address is as follows:

Human Resources Management Division
Attention: Ethics Program Coordinator
Building 101 - Room A123
100 Bureau Drive, MS 1720
Gaithersburg, MD 20899-1720

Standards of Ethical Conduct for Employees of the Executive Branch
http://www.usoge.gov/pages/laws_regs_fedreg_stats/oge_regs/5cfr2635.html

Individuals serviced by field personnel officers should submit their sealed envelopes to their respective personnel officers.